

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section

| Attention: Scheduling | Section. | |
|--|--|---|
| FOR AGENCY USE | 1. Agency Address | FOR RECORDS MANAGEMENT USE |
| Application Date | Department of Education | Application Number |
| · | Office of Instructional Services | 78-199-A |
| Application Number | Division of Special Programs | Date Received Date Completed |
| • • | Program for Exceptional Children Federal Programs & Special Project | Section DEC 2 + 1981 DEC 2 9 1981 |
| | Federal Programs & Special Projec Working Title | Telephone Number |
| 2. Person to Contact Alan White | Coordinator | · 1 |
| | Coordinator | 656-6319 |
| 3. Action Requested | Schedule; record will continue to accumulate. | |
| | commutation; no further accumulation anticipated. | |
| 40 a 1 a 11 | | Supercede: □ Void |
| c. W Amend Application 4. Dates of Series | 5. Records Series Title (followed by title used in of | |
| Earliest Latest | | |
| To Date | Federally Funded Exceptional Child | ren's Program Files |
| 6. Division and Office Functio | n What is the function of the Division and the | Office in which this record series is created? |
| | • | |
| The rederal Program | ns and Special Projects Unit allocate | s, distributes and monitors the |
| | lucation special programs grants and E State Plan for Exceptional Children | |
| Federal/State state | ites, rules, regulations and State Bo | and fouth and all applicable |
| special education. | res, rures, regularions and prace bo | ard of Education policies on |
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| | The state of the s | form and sides if and |
| 7. Record Series Description | This file contains the following documents (include Attach samples of the file. | e form numbers and titles, it any). |
| Documents relating to: | dministering the federally funded ex | centional children's programs |
| | ats made to state-supported instituti | - |
| | and secondary education. | |
| included are: | one amondments reports and welsted | component and deciments |
| on programs under F | ons, amendments, reports and related P.L. 89-313, 93-380, 94-142, 91-230(D |) and other federal laws as |
| applicable. | 12. 05 515, 55 500, 54 142, 51 250(5 | , and other rederal laws, as |
| | | |
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| <u>.</u> | , | |
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| | Janiaally by fig. 1 | -1-5-1-4-11 . 1 |
| File is arranged: CHIONG | ologically by fiscal year; thereunder | alphabetically by institution or oats) and Oliver Description |
| of Personnel Files) | , which are numerically by project n | ects) and 91-230, Part D (preparation umbers. |
| _ | | |
| One to six months old | ; Seven to twelve months old; 7 | hirteen to twenty-four months old; |
| twenty-five months and old | ler? | |
| 9. Annual Rate of Accumulate | ion of Records | |
| Letter-size drawers | ; Legal-size drawers; Shelves | ; Other (specify) |
| | | · · · · · · · · · · · · · · · · · · · |

| ES NO 10. Questionnaire | (Place an "X" in the proper | column) | | | | |
|---|---|--|---------------------|--|--|--|
| a. Is this the offi | cial copy of the series? | • | | | | |
| | <u> </u> | ion requiring security handling? If yes, cite law or regulation | on. | | | |
| | c. Is this a vital record? | | | | | |
| | Does this series have historical or long term research value? | | | | | |
| _ | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? | | | | | |
| | | er published? If yes, attach copy. | | | | |
| g. Is the informa | | er analyzed and/or recorded in a summarized report? | | | | |
| X If yes, attach | | When the season of the season of | | | | |
| X If yes, where? | | ffice, or in another office or agency? | : | | | |
| | or a major portion of it) regular | ly microfilmed? | | | | |
| = | rd series result in a computer pr | | | | | |
| 1. Retention Requirements | The following req | uires the series to be kept: | | | | |
| a. State Law | | d. Audit period | vears. | | | |
| b. Statute of limitation | years. | e. Administrative need2 | years. | | | |
| c. Federal law | <u>5</u> years. | f. Federal retention instructions <u>+ 5</u> | years. | | | |
| According to the support of | laura au consideriana - Euplaia ad | ministrativa maad | | | | |
| , - | laws or regulations. Explain ad | *Some grants may run for up to three | e vears. | | | |
| P.L. 93-380, Se 45 CFR 100b. 73 | | Noome granis may tan to of to the | 1 | | | |
| 34 CFR 74.21 | 4 | | 1 | | | |
| | | | | | | |
| 2. Approved Disposition Inst | | nmends that the file series be cut off at the end of each: | then. | | | |
| | ☐ Calendar Year, | ; 🗗 Fiscal Year; 🗆 Other | - , | | | |
| | • | 2 | - , | | | |
| | es area month(s) | 2year(s); then | , | | | |
| | es area month(s) | 2year(s); then | | | | |
| | • | 2year(s); then | • | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) | 2year(s); then | · . | | | |
| ☐ Transfer to local holdin☐ Transfer to State Reco☐ Destroy. | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding. Transfer to State Reconstruction. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holding. Transfer to State Reconstruction. ☐ Transfer to State Arch | es area month(s) ng area; hold year rds Center; hold 6 | 2year(s); then | | | | |
| ☐ Transfer to local holdid ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) | es area month(s) ng area; hold year rds Center; hold 6 | year(s); then year(s); then | | | | |
| ☐ Transfer to local holdid ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) | es areamonth(s) ng area; hold6 year rds Center; hold6 ives for permanent retention. | year(s); then year(s); then | | | | |
| ☐ Transfer to local holding Transfer to State Record Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply 1 | es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention. | year(s); then year(s); then ations of the series. | Date | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signal | es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention. | year(s); then year(s); then ations of the series. Records Management Officer (Signature) | Date | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to the second of the s | es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention. | year(s); then year(s); then ations of the series. | | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to Agency Head/Designee (Signal | es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention. | year(s); then year(s); then ations of the series. Records Management Officer (Signature) Walker L. Baumgardner | Date | | | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to the second of the s | es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention. | year(s); then year(s); then ations of the series. Records Management Officer (Signature) | Date 12-18-8/ | | | |
| Transfer to local holding Transfer to State Recommendations in paragraph 12 are approved. | es area month(s) ng area; hold 6 rds Center; hold 6 ives for permanent retention. | year(s); then year(s); then ations of the series. Records Management Officer (Signature) Walker L. Baumgardner | Date 12-18-8/ | | | |
| ☐ Transfer to local holding Transfer to State Record Destroy. ☐ Transfer to State Arch ☐ Other (Specify) These instructions apply to the state of | es areamonth(s) ng area; hold year rds Center; hold 6 ives for permanent retention. to all prior and future accumula ature Date //2//8/8/ | year(s); then year(s); then ations of the series. Records Management Officer (Signature) Walker L. Baumgardner State Records Committee (Signature) | Date 12-18-8/ | | | |
| Transfer to local holding Transfer to State Recommendations in paragraph 12 are approved. | es areamonth(s)ng area; hold year rds Center; hold 6 ives for permanent retention. to all prior and future accumula eture Date | year(s); then year(s); then sations of the series. Records Management Officer (Signature) Walker L Baumgardner State Records Committee (Signature) E Carrall Thank | Date 12 - 18 - 8/ | | | |



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|---|---|---------------------------------------|--|
| FOR AGENCY USE | 1. Agency Address | FOR RECORDS MANAGEMENT USE | |
| Application Date | Department of Education | Application Number | |
| · · · · · · | Division of Special Programs | 78-199 | |
| Application Number | Special Education Section Federal Programs & Special Projects Unit | Date Received Date Completed | |
| | 314 Education Annex, 156 Trinity Ave, Atl. | JUL 14 1978 SEP 1 3 1978 | |
| 2. Person to Contact | Working Title | Telephone Number | |
| Marsha Brown | Consultant | 656-6319 | |
| 3. Action Requested | | | |
| | Schedule; record will continue to accumulate. | ^ | |
| | cumulation; no further accumulation anticipated. | | |
| c. Amend Application 1 4. Dates of Series | | | |
| Earliest Latest | 5. Records Series Title (followed by title used in office; if dis | | |
| 1968 To Date | HANDICAPPED CHILDREN PROGRAM(P.L. 89-313, | Title I) GRANT FILES | |
| 6. Division and Office Function | What is the function of the Division and the Office in | which this record series is created? | |
| mg. | | | |
| mb - n - i 1 | Programme and Co. L.1 Project to 12 to 12 | | |
| | Programs and Special Projects Unit allocat | | |
| | e various types of special education Federa with the State Plan for Exceptional Childre | | |
| | Federal/State statutes, rules, regulations | | |
| | olicies on special education. | and State Boald Of | |
| December 1 | oriendo de opeciar cadeacton. | · · · · · · · · · · · · · · · · · · · | |
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| 7. Record Series Description | This file contains the following documents (include form nu | mbers and titles, if any): | |
| Documents relating to: ann 1 | Attach samples of the file. | do to stato-summouted | |
| | ying for, amending and monitoring grants materials teaching handicapped children in primary a | | |
| ZIII CICACIONO | redefined manageapped entitled in primary a | ind secondary education. | |
| Included are: applicatio | ns, amendments, reports and related corresp | ondence and documents. | |
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| File is arranged; all phabet | ically by institution. | · . | |
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| 0.14 | | | |
| 8. Monthly Reference Rate | How often are records referred to which are: | | |
| One to six months old2 twenty-five months and older | 5 ; Seven to twelve months old25 ; Thirteen to1 ? | | |
| 9. Annual Rate of Accumulatio | n of Records ; Legal-size drawers 2/3; Shelves ; (| 201-1 | |
| Letter-size didwers | , Legar-size of awars; Snelves; | Juner (specify) | |
| | · · · · | | |
| AR-50-71; Rev. 76 | (Over) | , | |

| YES | NO | 10. Questionnaire (Place an "X" in the prope | er_column) | | | | | | | |
|------------------------------|--|--|--|----------------|--|--|--|--|--|--|
| | | a. Is this the official copy of the series? | جه در ۱۳۰۰ م | The grant has | | | | | | |
| X | | If not, where is it? | | 2 | | | | | | |
| | х | b. Does the series contain confidential information | ation requiring security handling? If yes, site law or regulatio | n. " | | | | | | |
| | X | c. Is this a vital record? | | | | | | | | |
| | X d. Does this series have historical or long term research value? | | | | | | | | | |
| | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these | | | | | | | | | |
| | NA documents be scheduled separately? | | | | | | | | | |
| | X f. Is the information contained in this series ever published? If yes, attach copy, | | | | | | | | | |
| | | g. Is the information contained in this series ex | ver analyzed and/or recorded in a summarized report? | | | | | | | |
| | X If yes, attach copy. | | | | | | | | | |
| | h. Is there a duplication of this series in your office, or in another office or agency? | | | | | | | | | |
| | X If yes, where? Partial duplication in the local institutions. | | | | | | | | | |
| | X i. Is this series (or a major portion of it) regularly microfilmed? X i. Does the record series result in a computer printout? | | | | | | | | | |
| 11 | X i. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept: | | | | | | | | | |
| 11. | Mareili | dit kedanamenta - i ne tonowing te | dance the series to be kept. | | | | | | | |
| | a. Sta | | d. Audit period3 | years. | | | | | | |
| 1 | | ute of limitation 0years. | e. Administrative need 3 | years. | | | | | | |
| l | c. Fed | eral law5years. | f. Federal retention instructions3 | years. | | | | | | |
| | | | | | | | | | | |
| | Attach | copy or excerpt of laws or regulations. Explain a | dministrative need. | | | | | | | |
| | ъ 1 | 02-200 Continu 510 | | | | | | | | |
| | | . 93-380, Section 510 CFR 100b.477 | | | | | | | | |
| | 40 | CFR 1005.477 | , | | | | | | | |
| | | | | 1 | | | | | | |
| 12. | Aporo | ed Disposition Instructions: 34 This agency reco | mmends that the file series be cut off at the end of each: | | | | | | | |
| | | ☐ Calendar Yea | r; 🗷 Fiscal Year; 🗆 Other | then. | | | | | | |
| | | | • | | | | | | | |
| | Ю Но | d in the current files areamonth(s) | | • | | | | | | |
| | 🗆 Tra | nsfer to local holding area, holdyea | r(s); then | | | | | | | |
| | 🖸 Tra | nsfer to State Records Center; hold3 | year(s); then | | | | | | | |
| | | troy. if no unresolved audit findi | ngs exist. | | | | | | | |
| | | sfer to State Archives for permanent retention. | | | | | | | | |
| | □ Oth | er (Specify) | 1 | | | | | | | |
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| | These | nstructions apply to all prior and future accumul | lations of the series. | | | | | | | |
| | These | nstructions apply to all prior and future accumul | lations of the series. | | | | | | | |
| | | | | Date | | | | | | |
| | ncy Hy | nstructions apply to all prior and future accumulations apply to all prior accumulations apply to all prior accumulations apply to accumulation accum | Records Management Officer (Signature) | Date | | | | | | |
| Ager | ncy Hy | | | Date 7-6-78 | | | | | | |
| Ager | ncy Hy | | Records Management Officer (Signature) 8 Walker L. Baumgardner | 7-6-78 | | | | | | |
| Ager MFB | oy He | 1/Designed (Signature) Date 1- August 7/1/1 | Records Management Officer (Signature) | | | | | | | |
| Ager MFB | ommen | d/Designed (Signature) 1 / Mun 1 / M dations in para- | Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature) | 7-6-78 | | | | | | |
| Ager MFB Reco | ommen | dations in para- | Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature) | 7-6-78 | | | | | | |
| Ager MFB Reco grapi | ommen | dations in para- e approved. State Auditor/Designee wed, attach letter | Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature) | 7-6-78 Date | | | | | | |
| Ager MFB Reco grapi | ommen | dations in para- e approved. State Auditor/Designee wed, attach letter | Records Management Officer (Signature) 8 Walker L. Baumgardner State Records Committee (Signature) | 7-6-78 | | | | | | |
| Ager MFB Reco grapi | ommen | dations in para- e approved. State Auditor/Designee wed, attach letter | Records Management Officer (Signature) Bulker L. Baumgardner State Records Committee (Signature) Bulker L. Baumgardner State Records Committee (Signature) | 7-6-78 Date | | | | | | |

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